



2020 PLANNING  
COMMISSION ANNUAL  
REPORT

Development Services Department

Scott Alef, Planner II  
salef@waterfordmi.gov

# 2020 Waterford Township Planning Commission Annual Report

## 1. Introduction

The Waterford Township Planning Commission is a seven-member appointed board consisting of one Township Board member who serves their term on the Planning Commission concurrently with their Township Board term, and six residents of the Township who serve staggered three-year terms. The Planning Commission's responsibilities are:

- Developing, adopting, and overseeing the implementation of the Township's Master Plan (PDF).
- Monitoring the effectiveness of the Zoning Ordinance (PDF), and recommending Ordinance revisions and amendments to the Township Board where necessary.
- Reviewing rezoning requests from property owners and making an approval or denial recommendation to the Township Board, which is responsible for making the final decision on rezoning requests.
- Considering and deciding requests from property owners seeking one of the special approval uses listed in the property's zoning classification.
- Reviewing site plans to ensure compliance with the Zoning Ordinance requirements and the goals and objectives of the Master Plan.
- Reviewing and discussing planning concepts and issues and their applicability to the current and future development of the Township.
- Assisting in the education of the general public on planning issues and concepts.

## 2. Purpose

The Michigan Planning Enabling Act requires that:

**“A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”**

This document shall provide a summary the activities performed by the Planning commission and Development Services staff in regard to community development activities and plans. This will also serve to show trends in development reviews and rezoning requests in order to better understand and direct the course of development in the Township.

We would like to thank all of the Planning Commission for their efforts over the past year and are grateful for their flexibility during a particularly difficult year.

We would also like to specifically recognize the service of the long term Planning Commissioner, Steve Reno who had passed away early this month. We are grateful for having known you.

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## 3. Membership

Planning commission member	Term expiration
Sandra Werth, Chair	03/31/2022
Steve Reno, Vice Chair	03/02/2023
Matt Ray, Secretary	03/31/2021
Tony Bartolotta, Twp. Trustee	Concurrent until 2024
Colleen Murphy	03/31/2021
Scott Sintkowski	03/02/2023
David J Kramer	03/02/2023

## 4. Meetings

The Waterford Township planning commission met for eight regular meetings and one special meeting. This meets the requirements of the MPEA.

<i>Planning Commissioner</i>	<i>Meeting Dates</i>												
	Jan 28	Feb 25	Mar 24	Apr 28	May 12	May 28	Jun 23	Jul 28	Aug 25	Sep 29	Oct 27	Nov 24	Dec 15
Sandra Werth, Chair	P	P	Canceled	Canceled	Canceled	V	V	P	V	V	Canceled	V	V
Steve Reno, Vice Chair	P	P				V	V	A	V	V		V	A
Matt Ray, Secretary	P	P				V	V	P	V	V		V	V
Tony Bartolotta, Twp Trustee	P	P				V	V	P	V	V		V	V
Colleen Murphy	P	P				V	V	P	V	V		V	V
Scott Sintkowski	P	P				A	A	P	V	V		V	V
David J Kramer	P	P				V	V	P	V	V		V	V

P	Attended in-person
V	Attended virtually
A	Absent

## 5. Master plan review

There were few minor changes to be made due to an increase in population, 4 elementary schools closed, and the adoption of the Summit Place Mall overlay zone. This will be taken to the Township Board of Trustees and then back to the Planning Commission for official adoption.

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## 6. Zoning Ordinance Amendments

Staff also completed seven text amendments which included the re-adoption of the zoning map. Of these amendments, the bulk included minor amendments to correct text or to make modest changes to existing permitted uses in various districts. Only TA 20-09-01, which provided language permitting various Medical Marihuana activities, provided a major change in permitted uses throughout the Township.

Project Number	Location	Description	Status	Recommendation to legislative body	Date of action
TA 20-03-01	Summit Place Overlay Zoning District (NW corner of Telegraph Rd and Elizabeth Lake Rd)	Amendments to the overlay zoning district permissible uses	Approved	Favorable	28-May
TA 20-03-02	N/A	Permit attached single-family dwellings in R-M1 and R-M2	Approved	Favorable	23-Jun
TA 20-03-03	N/A	Amend permitted uses for Commercial Outdoor Storage in M-1	Approved	Favorable	23-Jun
TA 20-04-01	N/A	Permit Food Preparation Establishments in C-2 and C-UB	Approved	Favorable	23-Jun
TA 20-09-01	N/A	Permit medical marihuana facilities in various zoning districts	Approved	Favorable	29-Sep
TA 20-10-02	N/A	Corrective text amendment and formatting changes for entire zoning ordinance	Approved	Favorable	24-Nov

Over the following year, a number of text amendments have been introduced and planned. These include already introduced amendments such as:

1. Permitting elder care facilities within some commercial districts which would allow for reuse of facilities such as a hotels and medical facilities.
2. Permit Electric Vehicle Charging Stations as principle and accessory uses in various zoning districts.
3. Permit Kennels to be located in some commercial districts.

Additional planned amendments include:

1. Amending the requirements for drive-thru restaurants
2. Amending the sign ordinance for changing message boards
3. Incorporating mixed use developments to permit 2nd and 3rd floor residential over commercial
4. Address commercial and outdoor storage requirements in commercial districts

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## 7. Zoning Map

The Planning Commission reviewed ten zoning map amendments. There was not a substantial trend in the rezoning requests observed. In some cases, the rezoning was necessary to permit specific uses in otherwise feasible locations such as with RZ 20-11-04 which was necessary as funeral homes were not permitted in commercial zoning but was permitted in office. This highlighted an issue where it may be necessary to review the uses in lower intensity districts to be permitted in higher intensity districts.

Project Number	Location	Description	Status	Recommendation to legislative body	Date of action
RZ 19-12-03	3550 Watkins Lake Rd	Rezone from R-M1 to R-1A	Approved	Favorable	28-Jan
RZ 20-02-02	4525 Rockcroft Blvd	Rezone from R-1A and PL to C-3	Approved	Favorable	23-Jun
RZ 18-11-01	Cooley Lake N of Cass Elizabeth; PID 13-28-378-002 & 13-33-126-001	Rezone from PL to R-1B	Approved	Favorable	25-Aug
RZ 20-06-10	N/A	Re-adopt zoning map with new symbology	Approved	Favorable	23-Jun
RZ 20-01-03	NE corner of Hatchery and N Williams Lake Rd	Rezone from PL to R-M1	Withdrawn	Unfavorable	28-Jul
RZ 20-10-01	2546 Pontiac Lake Rd	Rezone from C-1 to R-1C	Approved	Favorable	24-Nov
RZ 20-11-01	SE corner of Cooley Lake Rd and Hiller Rd	Rezone from R-1E to C-3		Unfavorable	15-Dec
RZ 20-11-02	W side of Telegraph Rd., S of Dixie Hwy	Rezone from HT-2 to M-1	Approved	Favorable	15-Dec
RZ 20-11-03	E side of Williams Dr, W of Telegraph Rd., S of Dixie Hwy	Rezone from HT-2 to M-1	Approved	Favorable	15-Dec
RZ 20-11-04	4194 Airport Rd	Rezone from C-1 to O-1	Approved	Favorable	15-Dec

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## 8. Development Reviews

The Planning Commission performed a total of twenty-nine development reviews which included nine Special Approval reviews. While a number of these were relatively minor, there were several that were of substantial consequence.

PSP 20-1353 was an ongoing review for a multifamily complex toward the central-west portion of the Township. This project, and the accompanying rezoning application, received substantial public backlash to the extent that the original application was eventually withdrawn.

PSP 19-1352 was the first of a number of anticipated development reviews for the previous Summit Place Mall property and expected to act as a catalyst for developing this area of the Township.

A development trend that staff has observed is the substantially increased interest in outdoor storage and commercial storage establishments.

Project Number	Project type	Location	Description	Status	Date of action
PSP 20-1353	Site Plan Approval	NE corner of Hatchery and N Williams Lake Rd	103-unit attached single-family rental community	Withdrawn (Approved with Conditions with approval tied to RZ 20-01-03)	6/23/2020
PSP 20-0632-A	Site Plan Approval	2745 Dixie Hwy	Addition of a 33,274 sqft building to a self-storage facility	Approved	2/25/2020
PSP 19-1348	Site Plan Approval	S of 5479 Perry Dr	Contractor outside storage yard	Approved (CA)	5/28/2020
PSP 19-1349	Site Plan Approval	OCIA N Service Rd	20,000 sqft aircraft hangar and office	Approved (CA)	5/28/2020
PSP 19-1351	Site Plan Approval	2635 Dixie Hwy	Parking lot and fence improvements	Approved (CA)	5/28/2020
PSP20-1354	Site Plan Approval	1349 Highland Rd	Addition of a bun freezer	Approved (CA)	5/28/2020
PSP 19-1352	Site Plan Approval	327 N Telegraph	New 317,300 sqft distribution center	Approved with conditions	5/28/2020
PSP 20-01358	Site Plan Approval	5632 Dixie Hwy	New 126 sqft drive thru coffee kiosk	Approved with conditions	5/28/2020
PSP 20-1364	Site Plan Approval	E Side of Scott Lake Rd, N of Elizabeth Lake Rd.; PID 13-24-351-007 & 13-24-351-008	Site plan amendment to correct historic construction errors	Approved with conditions	9/29/2020
PSP 20-0656-C	Site Plan Approval	5010 Highland Rd	Tear down and rebuild fueling establishment	Approved with conditions	12/15/2020
PSP 20-0691-B	Site Plan Approval	4400 W Walton	Expansion of parking lot	Approved (CA)	2/25/2020
PSP 20-1354	Site Plan Approval	2274 Crescent Lake Rd	Expansion of parking lot	Approved (CA)	2/25/2020
PSP 19-1356	Site Plan Approval	3663 Elizabeth Lake Rd	Change of Use: Fleet Logistics site to wholesale mechanical equipment supplier	Approved (CA)	6/23/2020
PSP 19-1395	Site Plan Approval	2574 Airport Rd	Construction of a 432 sqft building expansion	Approved (CA)	6/23/2020
PSP 20-0215-B	Site Plan Approval	6818 Cooley Lake Rd	Construction of a 900 sqft accessory storage building	Approved (CA)	7/28/2020

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PSP 20-0591-B	Site Plan Approval	5327 Dixie Hwy	Change of Use to a Tire Wholesale establishment	Approved (CA)	8/25/2020
PSP 20-1360	Site Plan Approval	1400 Airport Rd	Change of Use to permit an ice cream stand within a car wash bay	Approved (CA)	8/25/2020
PSP 20-1361	Site Plan Approval	6460 Williams Lake Rd	Change of Use to permit an ice cream producer with carryout window	Approved (CA)	8/25/2020
PSP 20-1365	Site Plan Approval	7924 Cooley Lake Rd	Change of Use to a personal grooming establishment	Approved (CA)	11/24/2020
PSP 20-1366	Site Plan Approval	2420 Pontiac Lake Rd	Construction of an 8,125 sqft electric shop building on RCOC property	Approved (CA)	11/24/2020
SA 19-12-01	Special Approval	6515 Highland Rd	New wireless communication tower	Denied	1/28/2020
SA 20-01-01	Special Approval	2527 Dixie Hwy	Outdoor storage as an accessory use	Approved with conditions	1/28/2020
SA 20-01-02	Special Approval	4080 Dixie Hwy	Used vehicle dealer with outdoor display and storage	Approved with conditions	2/25/2020
SA 20-07-01	Special Approval	3113 Marlinton	Outside Storage as a Principle Use	Approved with conditions	7/28/2020
SA 20-07-02	Special Approval	2501 Dixie Hwy	Outside Storage as an accessory use	Approved with conditions	7/28/2020
SA 20-07-04	Special Approval	4525 Rockcroft Blvd	Permit a Commercial Storage Establishment	Approved with conditions	8/25/2020
SA 20-08-01	Special Approval	4303 Highland Rd	Expansion to a Commercial Storage Establishment	Approved with conditions	8/25/2020
SA 20-09-02	Special Approval	4225 Highland Rd	Permit a Massage Parlour	Approved with conditions	11/24/2020
SA 20-11-05	Special Approval	5010 Highland Rd	Tear down and rebuild fueling establishment	Approved with conditions	12/15/2020

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## 9. Variances

The Zoning Board of Appeals reviewed thirty-two individual requests. The majority of these requests involved various setback variances, many of which were waterfront setbacks, and expansions of nonconforming buildings.

Project Number	Location	Variance Description	Status	Date of action
PZBA20-001	291 Lansing Dr	Proposed detached accessory building in side yard variance	Approved	2/18/20
PZBA20-002	4260 South Shore St	Proposed sunroom/covered deck lakefront setback variance	Denied	2/18/20
PZBA20-003	345 S Cass Lake Rd	Proposed garage side/lake rear setback variance	Denied	3/17/20
PZBA20-004	4260 South Shore St	Proposed deck lakefront setback variance	Approved	3/17/20
PZBA20-005	130 S Josephine Ave	*Withdrawn from agenda - variance not needed*	Withdrawn	3/17/20
PZBA20-006	3746 Covert Rd	Proposed generator side yard setback variance	Approved	6/16/20
PZBA20-007	2574 Airport Rd	Proposed addition side yard setback variance (expansion of nonconforming building)	Approved	6/16/20
PZBA20-008	3675 Lake Front Rd	Proposed structure side yard / lakefront setback variances	Approved	7/21/20
PZBA20-009	7068 Mather St	Proposed garage addition (expansion of nonconforming building)	Approved	7/21/20
PZBA20-010	1776 Eason	Proposed attached garage side yard setback variance (expansion of a nonconforming building)	Tabled	7/21/20
PZBA20-011	5570-5640 Dixie Hwy	Proposed building (reduction in required parking)	Approved	7/21/20
PZBA20-010	1776 Eason	Proposed attached garage side yard setback variance	Approved	8/18/20
PZBA19-020	5116 Durnham Dr	Extension of previous variances	Approved	8/18/20
PZBA19-031	7683 Maceday Lake Rd	Extension of previous variances	Approved	8/18/20
PZBA20-012	5080 Denwood St	Existing detached accessory structure side yard variance / fence height variance	Approved	8/18/20
PZBA20-013	4850 Payton Ave	Proposed addition (expansion of a nonconforming building)	Approved	8/18/20
PZBA20-014	3101 Coventry Dr	Proposed addition front setback - accessory area maximum (expansion of a nonconforming building)	Approved	9/15/20
PZBA20-015	6170 Jameson Dr	Proposed addition (expansion of a nonconforming building)	Approved	9/15/20
PZBA20-016	2530 Silverside Rd	Proposed house/porch lakefront setback - detached garage rear setback variances	Partially Approved	9/15/20
PZBA20-017	5012 Osworth Ct	Existing detached shed - front/side yard setback variances	Denied	9/15/20
PZBA20-018	2880 Woodbine Dr	Proposed house lakerear (road) setback variances	Approved	10/20/20
PZBA20-019	4370 Lessing	Proposed garage accessory area maximum variance	Approved	10/20/20
PZBA20-020	2674 Wilder Ln	Proposed attached garage (expansion of a nonconforming building)	Approved	10/20/20
PZBA20-021	Vacant Clintonville Rd	Proposed house/porch lakefront setback variance	Approved	10/20/20
PZBA20-022	2326 Hartford Ave	Proposed garage side yard setback variance (expansion of a nonconforming building)	Approved	11/17/20
PZBA20-023	2820 Woodbine Dr	Proposed addition / deck lakefront setback variance	Approved	11/17/20
PZBA20-024	7126 Hatchery Rd	Proposed addition (expansion of a nonconforming building)	Approved	11/17/20
PZBA20-025	1424 Rossdale Dr	Proposed house front/rear/canal setback variances	Approved	11/17/20
PZBA20-026	2989 Lansdowne Rd	Proposed house lakefront setback variances	Tabled	11/17/20
PZBA20-027	2810 Woodbine Dr	Proposed house/deck lakefront setback variances	Approved	11/17/20
PZBA20-028	4045 Lakewood Dr	Proposed addition lakefront setback variances	Approved	11/17/20
PZBA20-029	2870 Greyberry Dr	Existing non-compliant apartment complex	Approved	11/17/20
PZBA20-030	5900 Highland Rd	Proposed post pylon sign height variance	Denied	11/17/20



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## 10. Actions by legislative body

The Township Board of Trustees passed a resolution to relax parking and exterior activity restrictions on certain businesses, particularly restaurants, to allow for flexible operations as it related to the occupancy restrictions for interior gathering.

In relation to the Medical Marihuana zoning text amendment TA 20-09-01, the Township Board of Trustees adopted legislation in permit Medical Marihuana Facilities to be licensed in the Township.

## 11. Trainings attended

Topic /description	Date
Citizen Planner through MSU Extension	
CIP training through Michigan Association of Planning	

## 12. Joint meetings

The Planning Commission and typically perform a joint meeting at the beginning of the year. Due to the pandemic and the office closure that meeting did not happen in 2020.

## 13. Other notable items to consider including:

Township has received two rounds of funding through the CARES program totaling \$210,000. Monies from this was used to offer a Rental Assistance program, non-profit service provider and to purchase PPE for first responders. We are expecting a third round in which we may be able to provide mortgage assistance and funds for business to seek assistance for PPE.

The Township also spent approximately \$535,000 on CDBG activities. The bulk of these funds went to Code Enforcement (\$169,000) and Housing Rehabilitation (\$213,000) while smaller amounts (\$107,000) went to support infrastructure and transportation needs in low/moderate income areas.

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<b>CDBG Program Year 45 Achievement Summary Table</b>										
		<i>CDBG FUNDS SPENT PY45</i>			<i>CONSOLIDATED PLAN ACHIEVEMENTS</i>			<i>PY 45 ACHIEVEMENTS</i>		
<i>Goal</i>	<i>Category</i>	<i>Source / Amount</i>	<i>Indicator</i>	<i>Unit of Measure</i>	<i>Expected – Strategic Plan</i>	<i>Actual – Strategic Plan</i>	<i>Percent Complete</i>	<i>Expected – Program</i>	<i>Actual – Program Year</i>	<i>Percent Complete</i>
<i>Administration/ Planning</i>		<b>CDBG: \$41,975</b>	<b>Other</b>	<b>Other</b>	<b>1</b>	<b>1</b>	<b>100</b>	<b>1</b>	<b>1</b>	<b>100</b>
<i>Clearance and Removal of Unsafe Structures</i>	<b>Non-Housing Community Development</b>	<b>CDBG: \$0</b>	<b>Buildings Demolished</b>	<b>Buildings</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Code Enforcement</i>	<b>Non-Housing Community Development</b>	<b>CDBG: \$169,385</b>	<b>Housing Code Enforcement/ Foreclosed Property Care</b>	<b>Household Housing Unit</b>	<b>2000</b>	<b>4,005</b>	<b>100</b>	<b>400</b>	<b>665</b>	<b>100</b>
<i>Fair Housing</i>		<b>CDBG: \$4,000</b>	<b>Other</b>	<b>Other</b>	<b>1</b>	<b>1</b>	<b>100</b>	<b>1</b>	<b>1</b>	<b>100</b>
<i>Housing Rehabilitation</i>	<b>Affordable Housing</b>	<b>CDBG: \$213,374</b>	<b>Homeowner Housing Rehabilitated</b>	<b>Household Housing Unit</b>	<b>60</b>	<b>47</b>	<b>78.33</b>	<b>12</b>	<b>15</b>	<b>100</b>
<i>Public facilities and infrastructure improvements</i>	<b>Non-Housing Community Development</b>	<b>CDBG: \$48,975</b>	<b>Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit</b>	<b>Persons Assisted</b>	<b>250</b>	<b>229</b>	<b>91.60</b>	<b>50</b>	<b>112</b>	<b>100</b>
<i>Public Services</i>	<b>Homeless Non-Homeless Special Needs</b>	<b>CDBG: \$57,606</b>	<b>Public service activities other than Low/Moderate Income Housing Benefit</b>	<b>Persons Assisted</b>	<b>50</b>	<b>7,444</b>	<b>100</b>	<b>50</b>	<b>4,519</b>	<b>100</b>